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ANNUAL REPORT

1968-69




Catawba Valley
Technical Institute

ANNUAL REPORT

1968-69

SUBMITTED TO THE BOARD OF TRUSTEES



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INTRODUCTION

The purpose of the annual report is to present an overall view of the institution's activities for the fiscal year 1968-69. The past year has again been an exceptional year of productivity. Enrollments have increased significantly, services provided to the public have been in greater demand, and a larger number of the citizens are utilizing the services of CVTI. We have experienced numerous comments from the lay public that CVTI is becoming a center of activities in Catawba County.

Many accomplishments have been made during the past year specifically in the area of improved instruction, institutional organization, student services, and better facility utilization. Along with these accomplishments, CVTI has been evaluated by the Southern Association and we have every reason to believe that CVTI will become accredited during the fall of 1969. Though having completed a very successful year, we do not want to leave the impression that CVTI has reached the ultimate in development for we do indeed have a long way to go to meet the degree of excellence that is desirable and deserving of the students at CVTI and the citizens of Catawba County.

The content of this annual report will attempt to summarize the 1968-69 year in the following areas:

1. Instruction
2. Student Services
3. Learning Resource Center
4. Fiscal Affairs
5. President's Observations
6. Recommendations

In submitting the annual report to the Board of Trustees, it is difficult to present the many accomplishments and progress that have been made for such a vast operation as CVTI. Therefore, we have highlighted what we believe to be the overall view of what has taken place.

It would be amiss not to mention or pay tribute to the entire staff of CVTI, including administrators, instructional staff, secretarial staff, and maintenance personnel. Without the combined efforts of this entire body our 1968-69 goals would not have been met. A factor that we are particularly proud of is the high morale and dedication that is exerted by the entire staff of CVTI. It has been pointed out numerous times by recognized industrialists, state officials, other institutional administrators, and the Southern Association that CVTI enjoys an unusual position for having assembled such a staff.

A special tribute should be made to the Board of Trustees of the Catawba Valley Technical Institute for their tireless efforts and leadership in guiding the institution to its present success.

In submitting the 1968-69 annual report, the contents presented, to the best of our ability is actual and factual and should give the Trustees an overall view of the operation at CVTI. In this light, we respectfully submit the 1968-69 annual report.

INSTRUCTIONAL PROGRAM

In keeping with the state philosophy of conducting the "Open Door" policy, CVTI offers a series of instructional programs that truly make CVTI a multi-level and multi-purpose institution. Each program is geared to a specific level for the student with different goals.

One of the fascinating aspects of the CVTI comprehensive program over other educational systems such as public schools, colleges, and universities is the flexibility of offering programs to people according to the student's abilities. Each program of instruction has entrance requirements based upon the need of each individual program. In essence, this means that people with different aptitudes and incentives can be counseled into a program to match their abilities. This is unique in that most other educational programs have the general requirements for all students for all programs of instruction.

The instructional program at CVTI is one of which the citizens and the supporters of the institute can well be proud. During the past ten years, we have pioneered many of the programs now in existence in the technical institutes throughout North Carolina. The staff of CVTI has taken the lead on many occasions and served on statewide committees as consultants in establishing quality programs that are offered

throughout North Carolina. Like other institutions, CVTI has educational and instructional programs that are superior. To maintain the standard of excellence, we have had a curriculum committee to evaluate and update each curriculum within the institute. This committee consisted of administrators, instructors and people from business and industry within the community.

After studying and evaluating each program a decision was made to restudy each program again this year and make changes to the catalog accordingly.

The Instructional Division is divided into the following curriculum departments:

Agricultural Technology

- Agricultural Business
- Ornamental Horticulture

Business Technology

- Accounting
- Business Administration
- Data Processing
- Executive Secretarial
- General Office
- Legal Secretarial
- Medical Secretarial
- Traffic and Transportation

Engineering Technology

- Architectural Drafting and Design
- Electromechanical
- Electronics
- Furniture Drafting and Design
- Mechanical Drafting and Design.

Related Studies

The Related Studies Division is responsible for teaching the following related subjects:

Chemistry
Economics
English
Math
Physics
Psychology
Social Science

Furniture Production Management

Furniture Production
Upholstering
Upholstery Cutting and Sewing

Vocational

Automotive Mechanics
Brick Masonry
Electrical Installation
Machine Shop
Practical Nursing

Trade Area:

We are pleased to report that the Trade Division is still expanding.

1. Our Brick Masonry program has been expanded to include Newton Correction Unit and Iredell Correction Unit. All classes are held at the prison units, therefore, not using additional space at CVTI. If it were not for this, we could not offer these programs due to lack of facilities.

2. The Practical Nursing program has been increased from 30 to 45 students by adding the clinical facilities of Lincoln

County Hospital, Lincolnton, North Carolina. Our practical nursing program now includes Catawba Memorial Hospital in Hickory, Iredell Memorial Hospital in Statesville and Lincoln County Hospital in Lincolnton.

3. During the past year we have had three resignations - two being for better paying positions in industry and the other being a maternity leave. In replacing these three instructors and adding nine additional instructors, we have endeavored to broaden the scope of the instructional staff by recruiting these twelve specialists from New Orleans to up state New York.

4. One of the major concentrations this year has been to develop course outlines and plans for the curriculum credit courses. These plans contain course objectives, topical outlines, course requirements, list of textbooks, and list of reference and resource materials. Course plans and developments have been completed for 95% of credit courses now being taught at CVTI.

5. While the institution has experienced tremendous growth, we have endeavored to add quality at the same time by reducing the average teaching load from 19.7 to 18.3 this year. Committees have been more a part of CVTI this year than ever before. We have had 26 committees to evaluate the existing programs including adult and extension programs.

Two preparatory and developmental courses have been developed - Reading Comprehension and Program Mathematics. Reading Comprehension is offered as an elective in the technical programs and Program Mathematics is offered as Mathematics 101. Program Mathematics is a revamp of the Program Mathematics course for the 1968-69 school year.

6. One other course has been developed which is General Psychology. This course is designed to teach the students personal grooming, health habits, study habits, interview techniques and in general how to get along on the job.

7. A one week In-Service Training Workshop was held for all administrators and instructors with the theme being "Individualized Instruction". The purpose of this workshop is to improve instruction and to acquaint new instructors with the philosophy and objectives of CVTI. This also promotes esprit de corps among the faculty and staff. The outside speakers invited to In-Service Training Workshop were of outstanding quality and helped make the In-Service Training Workshop one of the highlights of the school year.

8. Twenty-nine instructors were involved in upgrading work in the 1968-69 school year. The breakdown is as follows:

Adult Graduate Courses	8
Conferences	17
Workshops	19

9. The Administrators have been working for one year on a comprehensive five-year survey. This included designing four different forms which are as follows:

- (1) Form for high school students
- (2) Form for parents of high school students
- (3) Form for business and industry
- (4) Form for general public

All of these forms were administered on a random sampling basis which involved approximately four thousand individuals.

The objectives of this study were to: (1) Determine the educational level and educational trends in the area; (2) Determine the educational and occupational aspirations of public school students from grades 8 - 12 and to obtain the same information from the parents of these students; (3) Determine employment trends of the agricultural, business and industrial community in the area; (4) Determine present and prospective training needs of the business and industrial community which might be met wholly or partially by Catawba Valley Technical Institute; (5) Determine the need for an interest in the development of college parallel curricula and the movement of CVTI toward becoming a comprehensive community college; (6) Examine the CVTI instructional programs currently offered and determine the need for additional programs or changes in the existing programs; (7) Determine facilities, equipment, staff and

other resources need for adequately meeting the educational needs documented in this study.

The results have been tabulated and are now in the final stages and this report will be published sometime this month.

10. At present there are 46 full-time instructors at CVTI. The breakdown is as follows:

Master Degrees	17
Bachelor Degrees	19
Less Than Bachelor	10

TRADE CURRICULUM

STUDENT CONTACT
HOURS 1967-68



123,468

STUDENT CONTACT
HOURS 1968-69



159,662

PERCENT OF
INCREASE



29.3%

NO. OF STUDENTS
1967-68



153

NO. OF STUDENTS
1968-69



197

CLASSES OFFERED
1967-68



68

CLASSES OFFERED
1968-69



93

PERCENT OF
INCREASE



36.8%

TECHNICAL CURRICULUM

STUDENT CONTACT
HOURS 1967-68



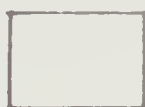
272,715

STUDENT CONTACT
HOURS 1968-69



347,364

PERCENT OF
INCREASE



27.7%

NO. OF STUDENTS
1967-68



505

NO. OF STUDENTS
1968-69



626

CLASSES OFFERED
1967-68



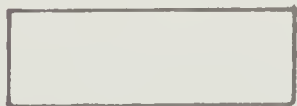
450

CLASSES OFFERED
1968-69



518

PERCENT OF
INCREASE



15.1%

EVENING CURRICULUM

STUDENT CONTACT
HOURS 1967-68



23,964

STUDENT CONTACT
HOURS 1968-69



35,655

PERCENT OF
INCREASE



48.8%

NO. OF STUDENTS
1967-68



411

NO. OF STUDENTS
1968-69



596

CLASSES OFFERED
1967-68



31

CLASSES OFFERED
1968-69



61

PERCENT OF
INCREASE



96.8%

TOTAL CURRICULUM

STUDENT CONTACT
HOURS 1967-68



396,183

STUDENT CONTACT
HOURS 1968-69



507,026

PERCENT OF
INCREASE



28.0

NO. OF STUDENTS
1967-68



658

NO. OF STUDENTS
1968-69



823

CLASSES OFFERED
1967-68



518

CLASSES OFFERED
1968-69



611

PERCENT OF
INCREASE



18.0

OCCUPATIONAL UPGRADING

STUDENT CONTACT
HOURS 1967-68



73,048

STUDENT CONTACT
HOURS 1968-69



92,974

PERCENT OF
INCREASE



27.27

NO. OF STUDENTS
1967-68



2283

NO. OF STUDENTS
1968-69



2535

CLASSES OFFERED
1967-68



117

CLASSES OFFERED
1968-69



175

PERCENT OF
INCREASE



49.6

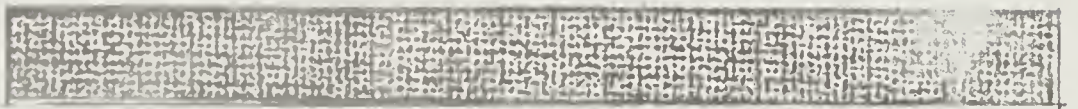
ADULT

STUDENT CONTACT
HOURS 1967-68



145,425

STUDENT CONTACT
HOURS 1968-69



196,793

PERCENT OF
INCREASE



35.32

NO. OF STUDENTS
1967-68



5,021

NO. OF STUDENTS
1968-69



7,501

CLASSES OFFERED
1967-68



221

CLASSES OFFERED
1968-69



309

PERCENT OF
INCREASE



39.8

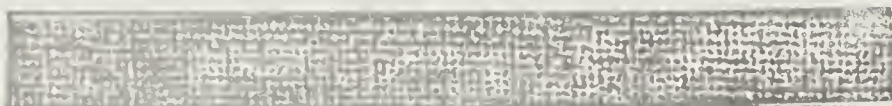
CVTI TOTAL

STUDENT CONTACT
HOURS 1967-68



1,034,803

STUDENT CONTACT
HOURS 1968-69



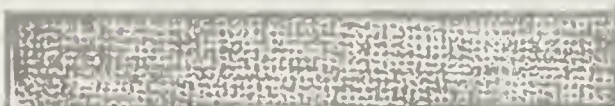
1,339,474

PERCENT OF
INCREASE



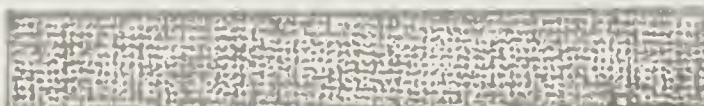
29.4

NO. OF STUDENTS
1967-68



9,031

NO. OF STUDENTS
1968-69



12,278

PERCENT OF
INCREASE



36.0

AVERAGE CL. SIZE
FOR DAY. CURR.

15

AVERAGE CL. SIZE
FOR EVE. CURR.

12

STUDENT SERVICES

This report was prepared to related the activities of the CVTI Student Services Department for the school year 1968-69. Included in this report are brief evaluations and recommendations that pertain to areas served by the Student Services Department.

STUDENT SERVICES, 1968-69. The Director of Student Services was on educational leave and the Acting Director assumed the responsibility for the department leadership in his absence. The personnel staffing the Student Services offices consisted of two counselors, a registrar, and three secretaries. These seven people, working as a team, provided the services that contributed to the successful operation of the Student Services Department.

STUDENT ENROLLMENT. The enrollment for the year resulted in the largest number of curriculum students ever to attend CVTI. The total enrollment of curriculum students for the year was 1416--an increase of 24.2 percent over 1967-68. In an effort to keep the tables simple, Table I provides a clear picture of the day and evening enrollment of curriculum students. Table II compares the day curriculum enrollment with the previous year, and Table III provides a comparison of the evening curriculum enrollment with the previous year. Table IV depicts the source of curriculum

students by county for day and evening students. Table IV-A portrays the enrollment by major area of study with percentage change for 1967-69 and 1968-69.

TABLE I

ENROLLMENT BY CURRICULUM

Day and Evening
1968-69

CURRICULUM	DAY	EVENING	TOTAL	% OF TOTAL
Accounting	32		32	2.2
Agricultural Business	28		28	2.0
Architectural Drafting	35	38	73	5.5
Automotive Mechanics	33	28	61	4.3
Business Administration	123	212	335	23.6
Data Processing	154		154	10.9
Secretarial	74	265	339	23.9
Electronics	37		37	2.6
Electro-Mechanical	11		11	0.8
Electrical Installation	22		22	1.6
Furniture Drafting	24		24	1.7
Furniture Production	20		20	1.4
General Office	27		27	1.9
Machine Shop	9		9	0.6
Masonry	66		66	4.7
Mechanical Drafting	13		13	0.9
Ornamental Horticulture	12		12	0.8
Practical Nursing	27		27	1.9
Traffic and Transportation	36		36	2.5
Upholstering	30	20	50	3.4
Upholstery Cutting and Sewing	10	30	40	2.8
TOTALS	823	593	1416	100.0

TABLE II

ENROLLMENT BY CURRICULUM 1968-69

AS COMPARED TO 1967-68

DAY

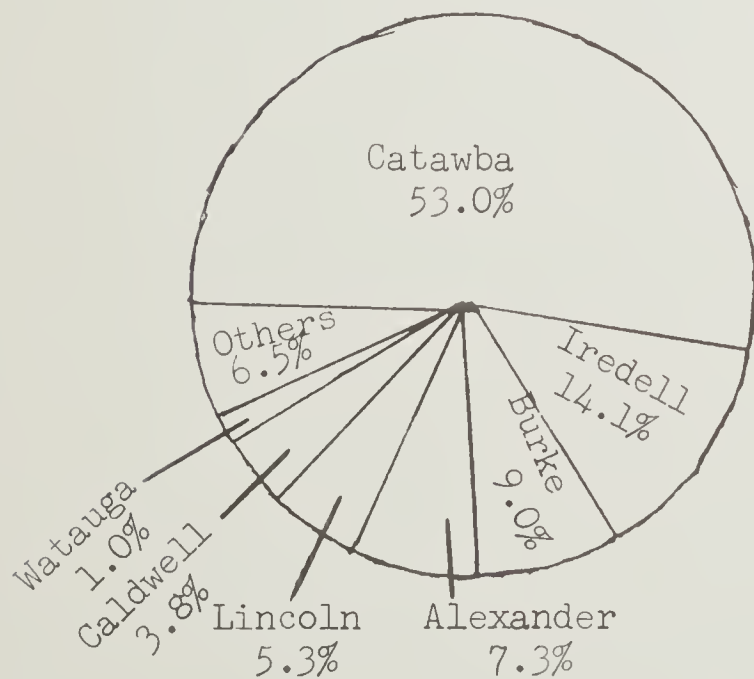
CURRICULUM	1967-68	1968-69	%INCREASE OR DECREASE
Accounting	48	32	-33.3
Agricultural Business	40	28	-30.0
Architectural Drafting	33	35	6.1
Automotive Mechanics	46	33	-28.3
Business Administration	86	123	43.0
Data Processing	78	154	97.4
Secretarial	104	74	-28.8
Electronics	29	37	27.6
Electromechanical	8	11	37.5
Electrical Installation	22	22	
Furniture Drafting	27	24	-11.1
Furniture Production	0	20	
General Office	0	27	
Machine Shop	15	9	-40.0
Masonry	18	66	266.7
Mechanical Drafting	9	13	44.4
Ornamental Horticulture	3	12	300.0
Practical Nursing	29	27	- 6.9
Upholstering	11	30	172.7
Upholstery Cutting and Sewing	11	10	- 9.1
TOTALS	658	823	25.1

TABLE III
ENROLLMENT BY CURRICULUM 1968-69
AS COMPARED TO 1967-68
EVENING

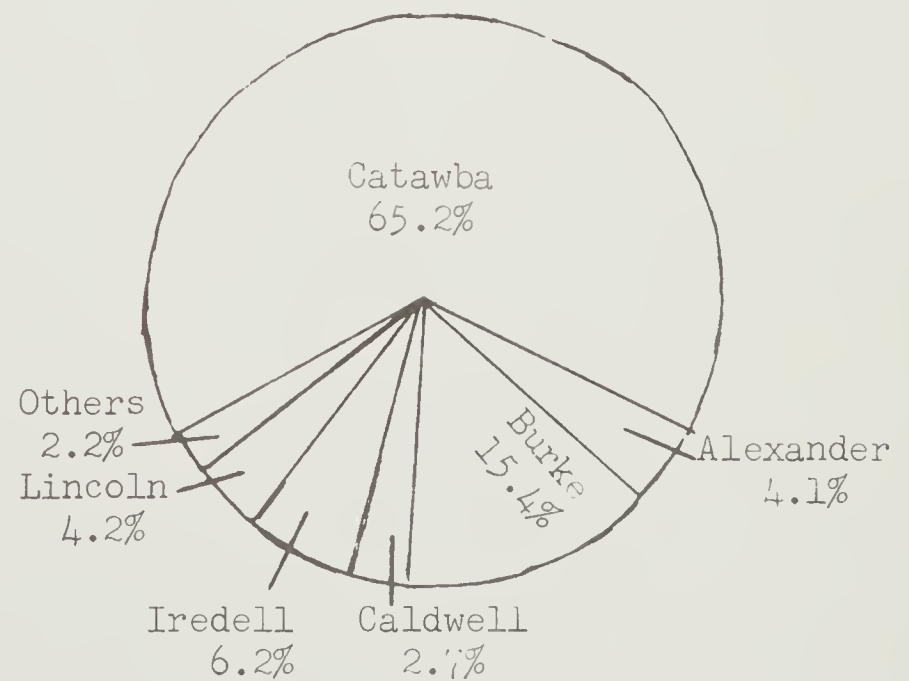
CURRICULUM	1967-68	1968-69	% INCREASE OR DECREASE
Architectural Drafting	14	38	171.4
Automotive Mechanics	0	28	
Business Administration	129	212	64.3
Secretarial	240	265	10.4
Upholstering	16	20	25.0
Upholstery Cutting and Sewing	17	30	76.5
TOTALS	416	593	42.5

TABLE IV
SOURCE OF CURRICULUM STUDENTS BY COUNTY, 1968-69

DAY



NIGHT



ENROLLMENT BY MAJOR AREA OF STUDY
1967-68 and 1968-69

AREA	ENROLLMENT		PERCENT CHANGE
	1967-68	1968-69	
Technical	889	1141	28.3
Trade	185	278	50.2
Pre-Employment Sub-Total	(1074)	(1419)	32.1
Upgrading	1715	1789	4.3
Supervisory	458	482	5.2
Firemanship	193	264	36.8
General Adult	4053	6504	60.5
Basic Adult	1040	997	-4.1
Extension Sub-Total	(7459)	(10,036)	34.5
TOTAL ENROLLMENT	8533	11,455	34.2

TABLE IV-A

Personal contact with prospective students and currently enrolled students resulted in 5668 information giving, 838 counseling, and 1703 telephone contacts by the members in the Student Services Department. The following schools brought students for guided tours of CVTI: Watauga, Valdese, West Lincoln, Newton-Conover, East Lincoln, Hibriten, Pleasant Gardens, Maiden, St. Stephens, Hudson, Hickory, and Lenoir Rhyne College. The visits made by counselors to schools in the area exceeded 140.

In an effort to keep our graduates informed, we mailed 2500 newspapers by bulk mail. A breakdown of the correspondence is as follows: 1771 answers to letter of inquiry, 970 regarding applications, 197 letters related to employment, 573 pieces of correspondence to public school personnel, and 2658 miscellaneous letters.

In an effort to help students secure suitable occupations, thirty (30) employers visited CVTI for recruiting purposes and approximately 350 telephone inquiries were received.

At the suggestion of the registrar, at the end of each quarter students making the President's list were written individual letters of congratulations. Similar letters were mailed to the high school principals and counselors informing them of the accomplishments of their graduates.

A concentrated effort to boost the Agri-business program resulted in holding a Regional Livestock Judging Contest on a Saturday in the Hickory area. The Student Services Department worked with Mr. Richard Cobb to provide lunch for over 200 students and their advisors. Literature about CVTI was passed to the students and guided tours were conducted.

WITHDRAWALS. While enrollment increased to an all-time high, the number of withdrawals decreased. The number of students withdrawing was 276, which was 19.6 percent of the total curriculum enrollment. By comparison, during the 1967-68 school year, 226 students withdrew, which was 21.0 percent of the total enrollment. Therefore, withdrawals decreased by 1.4 percent this year. Not included in these figures are students who may have completed one quarter but did not return the following quarter. (297 night students fall into this category.)

Employment, military obligations, personal reasons, and excessive absences were the major reasons for withdrawals while, to a lesser extent, financial, transportation, sickness, relocation, and transfers to other schools were other problems listed.

The heaviest losses, percentage-wise, were in the following programs: Electrical Installation and Maintenance

(50.0 percent); Medical Secretarial (47.0 percent); Traffic and Transportation (33.0 percent); Furniture Production (30.0 percent); Ornamental Horticulture (33.0 percent); General Office (33.0 percent); and Data Processing (29.2 percent).

VETERANS ENROLLMENT. During 1968-69, 109 individuals were enrolled under Veterans Administration programs. Of these 21 (19.3 percent) withdrew. Perhaps the most significant change concerning veterans is the fact that all veterans enrolled in two-year programs are now required to certify their enrollment only once a year. One-year students must still certify monthly.

INFORMATION SERVICES. The Student Services Department members spent much of their time providing information for prospective students as well as students pursuing programs of study at CVTI. All the paraphernalia previously utilized, catalogs, brochures, yearbooks, newspapers, "keys to success", "dope pills", and flash bulletins were again used in relating information and in recruiting efforts. Visits were paid to all the high schools in Burke, Catawba, Caldwell, Iredell, Lincoln, Alexander, and Watauga counties soon after the public schools started in the fall in order to meet all new principals and counselors and to renew

acquaintances with returning personnel. At this time, our services were offered for speaking engagements and materials were distributed for use in the counseling offices or for dissemination to students. During the year, visits were made to area high schools to fill speaking engagements and to keep the counselors supplied with catalogs and other materials.

Career days were attended in the following counties: Alexander, Avery, Burke, Cleveland, Catawba, Caldwell, Iredell, Lincoln, and Watauga. Additional career days were held at Hickory, St. Stephens, and Statesville high schools.

During the fall quarter, counselors visited the English classes at CVTI in order to distribute a free "gift pax" and further orient students. Students were informed about the many facets of the school and the various services provided in the Student Services Department. Through the cooperation of the business manager, any student who referred a prospective student and submitted an application with the \$10.00 tuition deposit received a tee-shirt or a mug from the bookstore. In addition to visiting the English classes, freshmen students were written letters and asked to come to the Student Services Department for an interview.

This year, for the first time, each person who submitted an application was asked to come to CVTI for an interview. Very few exceptions were made, and approximately 525 persons were interviewed prior to their acceptance. The interview provided an opportunity to discuss their vocational choice, evaluate their GATB scores, and high school records. This type of interview proved very helpful since many prospective students did not have a clear understanding of the programs they had selected. It is hoped that the pre-admission interviews will lead to a lower drop out rate.

Table V relates the number of students completing their program of study 1968-69.

TABLE V

Program	# Completions		
Accounting	14		
Agricultural Business	15		
Architectural Drafting	7		
Business Administration	38		
Data Processing	20		
Electro-Mechanical	1		
Electronics	10		
Executive Secretarial	17		
Furniture Drafting	9		
General Office	1		
Legal Secretarial	5		
Mechanical Drafting	7		
Medical Secretarial	2		
Ornamental Horticulture	2		
Traffic & Transportation	<u>11</u>	159	
Auto Mechanics	21		
Electrical Installation	9		
Machine Shop	8		
Practical Nursing	21		
Upholstering	32		
Upholstery Sewing and Cutting	<u>18</u>	109	
TOTAL NUMBER OF COMPLETIONS			268

INDIVIDUAL ANALYSIS SERVICE. The individual analysis service involved testing, counseling, admissions, and advising. The General Aptitude Test Battery was used as the primary admissions test. Due to conflicts and time problems, a substitute battery of tests--Lorge-Thorndike and parts of D.A.T.--was administered in lieu of the GATB to students desiring to enroll. The Cooperative Algebra I test was administered to all technical students for placement purposes. The nursing students were administered the Gates Reading and Lorge-Thorndike tests as a part of their entrance requirements. Upon requests from psychology instructors, the Kuder Preference--both the vocational and personal scales--and the Thorndike temperament tests were administered. These tests provided learning experiences as well as an opportunity to open the Student Services doors for counseling.

The major testing done by the Student Services Department at CVTI was the Adult High School Diploma program. The Stanford test battery was used for the August 1968 testing session. Due to some confusion, it was decided that the Iowa Achievement Tests would be used exclusively for the remaining part of the 1968-69 school year. It is the hope of the Student Services department that some consideration

will be given to initiating the G.E.D. tests as a replacement for the existing Adult High School Diploma tests.

Table VI presents the GATB mean scores for the year 1968-69. The scores have been broken down by curriculum within each department.

TABLE VI

1968-69
SCHOOL YEAR

CURRICULUM	G A T B F A C T O R S								
	G	V	N	S	P	Q	K	F	M
ENGINEERING DEPT.									
Architectural Drafting	107.6	99.8	110.6	109.1	112.9	108.9	106.7	97.5	111.6
Furniture Drafting	106.5	97.4	111.3	107.1	112.8	109.0	112.0	99.8	109.9
Mechanical Drafting	111.7	106.0	98.1	117.4	111.7	112.9	100.3	103.8	111.4
Electro-Mechanical Tech.	109.1	100.1	109.6	109.0	117.6	112.5	110.1	110.0	113.0
Electronics Tech.	105.9	99.6	105.3	105.0	103.6	103.4	98.1	93.4	105.3
Furniture Production	108.2	98.9	104.6	114.1	111.0	105.9	98.4	90.5	102.6
Average Scores	107.6	99.9	107.4	108.9	110.6	107.9	104.4	98.3	108.9
AGRICULTURAL DEPT.									
Agricultural Business	100.0	95.5	103.2	94.8	103.0	103.1	97.6	88.2	103.1
Ornamental Horticulture	94.1	91.0	94.1	93.3	106.6	104.3	103.5	95.8	109.1
Average Scores	99.0	94.8	101.7	94.6	103.6	103.3	98.6	89.4	104.1
BUSINESS DEPT.									
Accounting	109.0	99.5	111.4	105.1	108.5	107.5	102.1	91.4	104.5
Business Administration	101.4	95.4	105.0	99.9	107.0	106.1	104.8	92.6	104.8
Data Processing	105.0	100.9	109.0	101.0	110.6	110.7	106.9	98.9	105.0
General Office	98.0	97.7	101.8	99.6	115.0	112.5	106.1	100.8	96.1
Executive Secretarial	101.0	100.3	106.0	96.1	114.5	112.5	108.7	99.7	102.5
Legal Secretarial	104.2	105.9	106.1	97.0	114.5	116.4	101.6	104.1	88.0
Medical Secretarial	104.2	105.7	107.7	95.9	113.6	114.2	115.7	103.5	108.6
Traffic and Transportation	103.9	99.8	108.5	97.1	105.7	107.1	104.8	113.6	112.4
Average Scores	103.3	99.2	104.5	99.7	109.9	112.1	106.2	98.5	104.2
VOCATIONAL-TRADE DEPT.									
Automotive Mechanics	96.9	93.5	98.3	97.6	103.7	102.5	106.1	89.3	102.9
Electrical Installation	95.8	92.3	98.3	98.3	106.1	99.8	103.5	101.7	108.9
Machine Shop	97.6	90.0	98.3	107.9	100.5	104.4	96.2	90.4	105.4
Practical Nursing	102.9	103.7	103.2	98.9	107.5	105.2	103.5	102.2	101.4
Upholstering	85.0	86.0	72.0	97.0	87.0	84.0	93.0	70.0	107.0
Upholstery Cutting & Sewing	98.3	95.0	102.7	95.0	105.3	110.0	105.7	101.3	126.3
Average Scores	98.3	95.7	99.6	98.9	104.8	109.3	103.3	95.9	105.0
TOTAL AVERAGE SCORES	103.2	98.5	104.2	101.0	108.9	110.4	106.6	97.5	105.2

Table VII presents the total number of students taking the Adult High School Diploma tests. Table VIII presents a breakdown of the diplomas earned by males and females and in age categories. (See next page)

Admission, both in curriculum and non-curriculum classes, exceeded expectations by reaching 11,455 for the 1968-69 school year. Current accepted and pending applications with returning students indicate an all-time high enrollment for the 1969-70 school year.

TABLE VII
TOTAL NUMBER TAKING TESTS

LOCATION	M	F	BOTH
AUGUST			
Hickory	66	70	136
Taylorville	6	4	10
Statesville	<u>6</u>	<u>4</u>	<u>10</u>
	78	78	156
NOVEMBER			
Hickory	102	65	167
Taylorville	22	11	33
Statesville	<u>35</u>	<u>25</u>	<u>60</u>
	159	101	260
MARCH			
Hickory	89	55	144
Taylorville	13	5	18
Statesville	<u>27</u>	<u>25</u>	<u>52</u>
	129	85	214
MAY			
Hickory	77	60	137
Taylorville	16	7	23
Statesville	<u>23</u>	<u>18</u>	<u>41</u>
	116	85	201
TOTAL	482	349	831

TABLE VIII
DIPLOMAS EARNED

LOCATION	18-21		22-35		36-50		51-UP		TOTAL		TOTAL M & F
	M	F	M	F	M	F	M	F	M	F	
AUGUST											
Hickory	7	12	5	10	2	6	-	2	14	30	44
Taylorsville	1	2	-	2	1	-	-	-	2	4	6
Statesville	-	-	1	1	-	-	-	-	1	1	2
	<u>8</u>	<u>14</u>	<u>6</u>	<u>13</u>	<u>3</u>	<u>6</u>	<u>-</u>	<u>2</u>	<u>17</u>	<u>35</u>	<u>52</u>
NOVEMBER											
Hickory	9	12	14	9	3	4	-	-	26	25	51
Taylorsville	2	1	2	1	1	-	-	-	5	2	7
Statesville	<u>1</u>	<u>3</u>	<u>4</u>	<u>1</u>	<u>1</u>	<u>2</u>	<u>-</u>	<u>-</u>	<u>6</u>	<u>6</u>	<u>12</u>
	12	16	20	11	5	6	-	-	37	33	70
MARCH											
Hickory	6	13	11	9	5	2	-	-	22	24	46
Taylorsville	1	-	-	-	-	-	-	-	1	-	1
Statesville	<u>1</u>	<u>4</u>	<u>1</u>	<u>-</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3</u>	<u>4</u>	<u>7</u>
	8	17	12	9	6	2	-	-	26	28	54
MAY											
Hickory	5	6	8	10	6	1	2	1	21	18	39
Taylorsville	-	1	1	-	1	2	-	-	2	3	5
Statesville	<u>1</u>	<u>2</u>	<u>3</u>	<u>2</u>	<u>3</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>7</u>	<u>5</u>	<u>12</u>
	6	9	12	12	10	4	2	1	30	26	56
TOTAL	34	56	50	45	24	18	2	3	110	112	232

REGISTRATION AND RECORDS SERVICE. The Registration and Records Service functioned effectively and with increased efficiency during the year. With the automation of grade reporting by the use of mark-sensed cards, great time saving has resulted. (The visiting team for the Southern Association of Schools and Colleges was impressed with the record keeping system utilized at CVTI.) The problem of students using the incorrect student number when mark sensing their course cards at registration will be solved--hopefully--by the use of the

newly designed identification card. The practice of micro-filming has helped to reduce the filing space required for records. All records through 1967-68 have been micro-filmed and are available on rolls as well as in alphabetically arranged jackets.

FINANCIAL AID SERVICE. During the 1968-69 school year, 163 students received aid. Of this number 109 were veterans, 20 were assisted by vocational rehabilitation, 13 were assisted by furniture companies, and the 21 remaining students were assisted by civic clubs or professional organization.

ACTIVITIES SERVICE. The only space available to hold convocations was out-of-doors. A very successful two-day cookout was held on the days of fall registration. Two convocations were held during the year. The first convocation was held in order to elect the officers for the Student Government. The second convocation was held in order to have a talent show and award trophies. Another very successful cookout was conducted on the same day at the spring convocation.

The Student Government sponsored a Christmas Dance and a Spring Dance. Both were well attended and the National Guard Armory building was rented for the occasions. During

the year the student body voted to change the Student Government Constitution in order to better insure more equal representation by curriculum.

The CATVETECHI staff produced a very nice yearbook and the Technician staff did a fine job publishing the school newspaper. Athletics for the year consisted of an intramural football program, consisting of four teams; an intramural volleyball program, consisting of four teams; a city league basketball team; and an all-student softball team in the Newton-Conover Recreational League.

The distribution of the activity fee and the juke box fund in the amount of \$7,279.38, is found in the financial records maintained in the business office.

PLACEMENT SERVICE. During the year, approximately 273 inquiries from industry were received. These individuals or companies were seeking well trained individuals to fill jobs. Over thirty (30) companies conducted on-campus interviews. An ever increasing amount of time is utilized seeking to assist students in the appropriate selection of employment.

RESEARCH AND EVALUATION SERVICE. Research for the year consisted of : (1) an analysis of the GATB as found in Table VI of this report; (2) a follow-up study of the August 1968 graduates and a revised form for a one year and

a three year follow-up mailed in August 1969; and (3) the compilation of adult high school diploma statistics.

LEARNING RESOURCE CENTER

The Learning Resource Center, consisting of Audiovisual, Directed Studies Lab, Library and Duplicating has made gains in several areas during 1968-69. The library's square footage was increased by 41.3%. Thus making possible an increase of 269% in book stack area and 69.4% increase in seating capacity. But in the recent expansion relief of a very crowded condition was not gained in the Center's office, work and storage area. The space of 360 square feet house a staff of five, supplies, back issues of periodicals, and duplicating and AV equipment. However, a feasibility study to develop a new Center for construction, hopefully in the near future, is being completed.

The addition of two library technicians for the coming year will be of great benefit since improved services to students and staff will be possible and the ordering and processing of material will be expedited. These additions will permit the Librarian to spend more time on professional duties such as book selection and reference work with students and faculty, etc.

The Center's circulation was increased by 28% over the preceding year. There were 419 books circulated from the Catawba County Library collection. This is a collection of light reading books that is rotated monthly by the Catawba County Library Bookmobile.

One of the big areas of increase was periodicals. It would be most desirable to have selected issues of periodicals on microfilm. With the initiation of College Parallel Courses from Appalachian, it would also be desirable to have greater depth in this area.

The Library was reopened for use four nights a week. Even though there were only 532 books circulated, this was a beneficial service.

During the past year, the printing service produced over 179,000 copies for an increase of 22%. The Multilith Model 80 is fast becoming inadequate for the number of copies produced and the quality of work demanded. The printing department has operated in the past primarily by students who worked 691 hours.

The installation of mounted projection screens in all permanent classrooms was completed. The equipment added this year included six portable overhead projectors,

complete photographic equipment, six wall screens, and a filmstrip previewer.

The Center applied for and received a Federal Grant from the Department of Health, Education and Welfare this year.

VOLUMES OWNED BY DEWEY CLASS AS OF June 30, 1969

<u>Reference</u>		<u>Open Shelf</u>	
000 - 099 =	164	000 - 099 =	239
100 - 199 =	6	100 - 199 =	158
200 - 299 =	19	200 - 299 =	14
300 - 399 =	160	300 - 399 =	1,515
400 - 499 =	23	400 - 499 =	122
500 - 599 =	65	500 - 599 =	1,233
600 - 699 =	259	600 - 699 =	4,285
700 - 799 =	40	700 - 799 =	562
800 - 899 =	10	800 - 899 =	220
900 - 999 =	118	900 - 999 =	205
Total	<u>864</u>	Total	<u>8,632</u>
Grant Total	-	<u>9,496</u>	

Book holdings were increased by 990 volumes.

Learning Resource Center
Total Media Collection
1968-69

Books	9,496
Filmloops	22
Films, 16mm	86
Filmstrips	495
Records	148
Slides	639
Sound Filmstrips	25
Tapes	42
Transparency Sets	19

Learning Resource Center
Expenditures
1968-69

Library

Audiovisual	\$2,688.70
Binding	217.35
Books	5,174.06
Periodicals	1,244.50
Supplies	692.42
Travel	<u>200.00</u>
Total -	\$10,217.03

Directed Studies Laboratory

Supplies	\$ 900.00
Travel	<u>30.34</u>
Total -	\$ 930.34

LEARNING RESOURCE CENTER CIRCULATION

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Books	350	113	495	761	407	472	762	763	647	842	537	477	6,626
Directed Studies	257	155	257	505	242	308	549	469	339	457	351	244	4,133
Films	39	11	91	75	34	71	66	44	61	47	63	51	653
Filmstrips	2	1	1	30	16	26	27	7	21	51	42	36	260
Periodicals	85	37	185	469	401	109	177	307	199	438	338	45	2,790
Records	--	2	2	--	26	22	15	7	8	8	11	21	122
Slides	--	--	1	--	--	--	--	1	--	--	--	--	2
Tapes	5	--	8	--	--	2	--	3	3	9	--	--	30
Transp.	2	--	24	125	135	252	345	126	282	--	--	219	1,510
Total	740	319	1,064	1,965	1,261	1,262	1,941	1,727	1,560	1,852	1,342	1,093	16,126

DIRECTED STUDIES LABORATORY

Accumulative Attendance	3,721
Accumulative Contact Hours	6,355
Accumulative Enrollment	209
Diplomas Awarded	20

PRINTING DEPARTMENT					
	<u>Copies</u>	<u>Masters Run</u>		<u>Transparencies</u>	
Cards		Metal on file	<u>302</u>	A.B. Dick	<u>198</u>
3 x 5	<u>6,288</u>				
		Metal Processed	<u>475</u>	3M	<u>556</u>
Letterhead	<u>7,507</u>				
8½ x 11		Paper	<u>288</u>		
Photo copy	<u>702</u>	Reflex	<u>108</u>		
Regular					
8½ x 11	<u>131,987</u>				
8½ x 14	<u>23,906</u>				
Special	<u>9,225</u>				
Total	<u>179,615</u>	Total	<u>1,173</u>	Total	<u>754</u>

The printing department was staffed by part-time student help who worked 691½ hours.

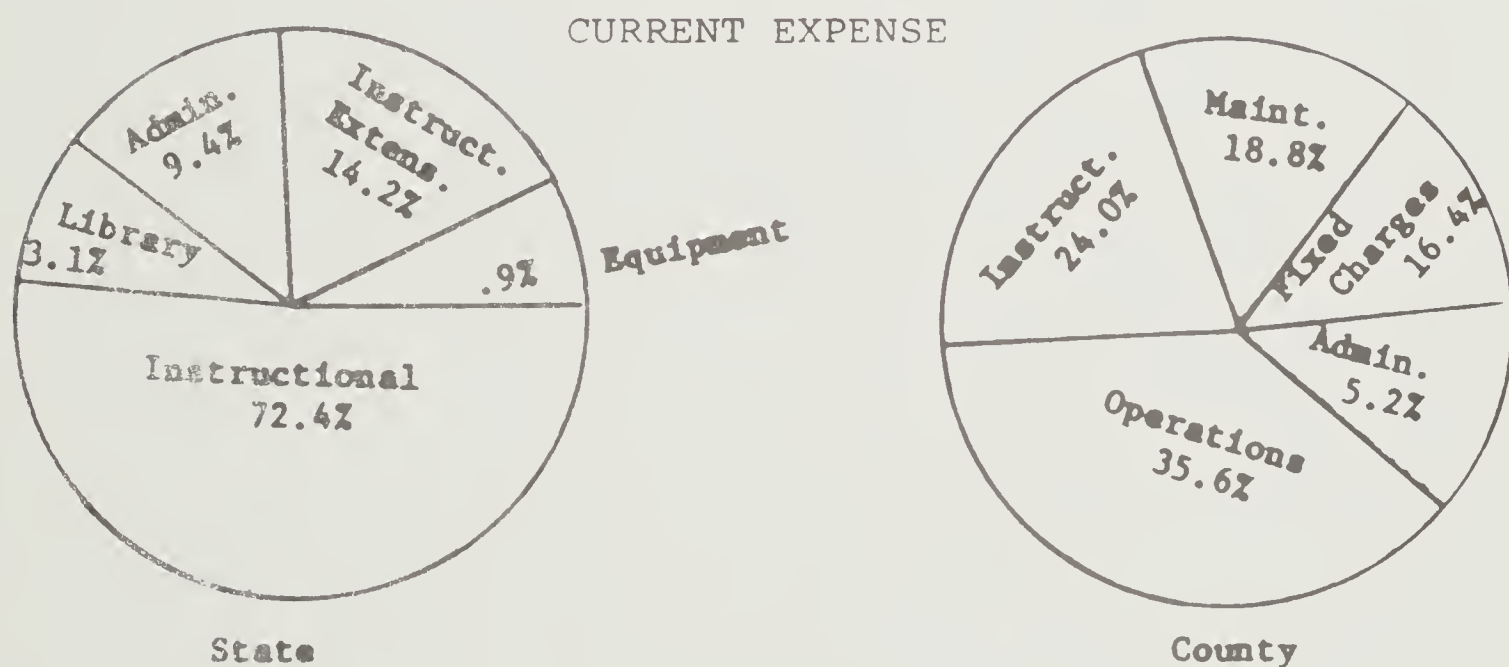
FISCAL AFFAIRS

The fiscal affairs activity of the institute was administered by the business manager, an accountant, and one assistant during the fiscal year 1968-69. The responsibility is divided into the following areas: financial affairs, physical plant and ground maintenance, bookstore operation, food service, inventory control. All funds handled by the institute, whether state, county or special, are audited annually by the North Carolina Department of Audits and a formal audit report rendered to the Board of Trustees, Catawba County Manager, President and Business Manager of the institute. Procedures for handling the fiscal operations follow an established set of guidelines set down by the Department of Community Colleges, North Carolina State Department of Audits, the Catawba County Board of County Commissioners. From the above, it is obvious that some difficulties will arise in interpretation of the intent of the various agencies.

1. Financial Affairs

Current expense funds for the fiscal year totaled \$847,177.00, of which \$725,963.00 was state allocated and \$121,214.00 came from Catawba County. This would represent by source 85.6% state and 14.4% local.

Capital expense funds for \$721,052.00 of which three sources accounted for: Federal \$245,547.00 (34.0%); State \$368,320.00 (51.0%); County \$107,185.00 (15%). Capital funds from Federal and State sources were for new furniture technology laboratory presently under construction. Local funds were allocated \$5,000 for alterations and additions and \$102,185 for completion of the west wing and being held in escrow. (See recap - state and local budgets 1963-1970).



Contributions and gifts are another source of revenue, comprising equipment and supplies, which would have had to be purchased from existing funds if not donated by local industry. A conservative dollar value of such items would amount to \$14,674. In addition to the above, a number of scholarships were made available from industry and civic organizations within the area

2. Physical Plant and Grounds Maintenance

A forty-acre campus, with eleven buildings comprising 80,000 square feet, together with extensive parking area, constitute a sizable maintenance load for four full-time employees. Despite realignment of hours and raising of pay scale to compete with local industry in the already limited labor market, it proved exceedingly difficult to attract capable persons for maintenance work during the year.

Since the school day runs from 7:30 A.M. until 11 P.M. daily except Friday (5 P.M. on that day) and the multitudinous number of programs necessitating much shifting of furniture, a balanced scheduling of duties for the maintenance staff is next to impossible. A third shift was established in the spring with good results for the time in progress.

Local revenue is still below that required to perform proper physical plant and grounds maintenance, and is also aggravated by no fund appropriation by the federal government in the last fiscal year for work-study money to pay students for part-time employment, which could be very beneficial in the maintenance of the grounds, under the supervision of our horticulture instructor. It would appear

appropriate for members of our Board of Trustees to make known this problem of maintenance to the local Board of County Commissioners at an opportune time prior to budget review next spring (1970).

3. Bookstore Operation

The institute, as a result of ever increasing encumbrances, has continued to expand the bookstore's offerings of specialized textbooks and equipment for student use. Sales totaled \$59,981 against \$50,101 the preceding year. Salaries of employees of the bookstore are paid from the profits generated.

4. Food Service

Catawba Valley Technical Institute is limited to the offering of short-order type of foods provided by Servomation Norman Corporation of Hickory in the student center. This consists of the typical items found popular with young people; namely, hamburgers, sloppy joe's, hot dogs, soups, french fries, salads, ice cream, pies and numerous sundry foods. In addition, a bank of vending machines is maintained and stocked for use during our hours of operation, dispensing hot and cold drinks, cookies, candy and other snack foods popular with students at class break time or while awaiting classes.

5. Inventory Control

A state directed inventory control system is maintained, with a complete control card file kept in the central office, and departmental files of cards kept by each department head. An audit-inventory of the inventory records and major equipment was conducted at the institute April 22-24, 1969. A report to the Department of Community Colleges stated that "the state equipment inventory records were being maintained in excellent order....." "This institution cooperates to the fullest extent in the Department's equipment utilization and transfer program." These favorable statements reflect well on the instructional staff, which takes a very active interest in the careful and proper handling of our physical resources.

RECAP - STATE AND LOCAL BUDGETS

	<u>1963-64</u>	<u>1964-65</u>	<u>1965-66</u>	<u>1966-67</u>	<u>1967-68</u>	<u>1968-69</u>	<u>1969-70</u>
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CURRENT EXPENSE

State Budget	\$230,801	\$306,089	\$345,694	\$403,197	\$514,713	\$725,963	\$1,024,814
County Budget	28,395	36,330	44,930	74,300	90,824	121,214	139,117
% of State	12.3	11.8	13.0	18.4	17.6	16.8	13.5

Total Funds Available	\$259,196	\$342,419	\$390,624	\$477,497	\$605,537	\$847,177	\$1,163,931
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CAPITAL EXPENSE

State	\$ --	\$ --	\$ 17,920	\$156,387	\$ 22,524	\$368,320	\$ 150,000
County	9,165	34,001	78,235	302,850	73,749	107,185	150,200

PRESIDENT'S OBSERVATIONS

The Catawba Valley Technical Institute brings to a close another year of service to the Catawba Valley area. Many accomplishments have been achieved and probably more important particularly to the administration is the realization of our shortcomings.

From an administrator's point of view the use of committees, the six educational divisions, the departmental chairman system, and the Dean of Instruction position worked very satisfactorily for having complete their first year of operation. The educational aspect of CVTI again has made significant improvement in the quality of instruction to the students and citizens of the Catawba Valley area. All instructional programs have shown impressive improvement with the exception of one, secretarial. Steps have been taken to overcome the difficulties encountered in the secretarial program by closer supervision of instruction and the establishing of standards for graduation.

Data Processing and Secretarial programs are still the most popular areas of instruction with a number of other instructional programs following close behind. It might be worthy to note the Catawba Valley Technical Institute had the third largest two year associate degree technology

program of the 50 institutions in the state. This is significant in that the geographical area that our institute serves represents only an average population base compared with others. Enrollment in the vocational trade program continues to rise but not in significant portion to the two year associate program. It should be pointed out that the institute is experiencing extreme difficulties in enticing young people to enter the one year trade programs. This experience is not limited only to CVTI but one found by many institutions both in and out of North Carolina.

Instructional personnel continue to improve and the staff has taken various steps to improve themselves professionally, develop better methods of instruction, and is working closer with special committees.

One significant step taken during the year was to evaluate all instructional programs. This was a large task that required considerable man hours and involved the entire instructional staff and administration at CVTI plus a representation of lay people. As a result of the total program evaluation, numerous changes will be forthcoming and in some areas of instruction additional study required. The purpose of the evaluation was to determine the effectness of instruction and to update the content of the various

programs and courses. A second significant step taken by CVTI was making application to the Southern Association for accreditation. CVTI received the visiting team on May 7, 8, and 9, 1969. The results were very encouraging in that an outside group of professionals could review the total institution objectively and offer their unbiased opinions for improvement. In some cases the committee was very complimentary and in other situations the committee pointed out our weaknesses. There is a general opinion that CVTI will receive the honor of being accredited at the forthcoming Southern Association annual meeting to be held in early December, 1969.

The occupational extension and adult education divisions have made unusually good strides in development of their areas. The success could be contributed to the directors dedication and added experience in operating their program plus the relocation of their offices. This area of instruction provides a valuable service to the citizens in the Catawba Valley area and has grown to be one of the largest programs of this type in the state of North Carolina.

For the first time since the establishment of CVTI, the student services area has been fully staffed which has resulted in a much smoother and broader operation and a

wider range of services to the student body. Perhaps the most significant development would be in the area of interviewing all new students, counseling services for the student body at night, and establishment of a placement officer.

Fiscal affairs and facilities are closely allied and dependent upon one another. CVTI receives adequate financial support for current expense monies to operate the institution from an administrative point of view. It is in the area of capital expense monies that CVTI experiences extreme difficulty. Money is not generated in sufficient amounts either by the state or local governmental agencies to overcome the handicap of physical space. The problem is acute and is further borne out by the building utilization statistics in that we have one of the highest building utilization schedules of any institution in the Department of Community Colleges system. CVTI is in desperate need of additional classrooms, library space, teaching auditorium, laboratories and office to realize more than a minimum efficiency.

In the area of plant maintenance, the problem of operation is even more acute. Maintenance personnel is almost impossible to obtain and retain. Money is only a part

of the problem, equally important is the availability of people to work.

In conclusion, we believe the 1968-69 year, with accomplishments made, has been a successful year. To whatever success the public and the students feel that has been accomplished by the institution is the result of the total staff working for a common purpose.

RECOMMENDATIONS

In making recommendations, the President will only mention those that he feels of utmost importance to the future of CVTI. There are numerous other recommendations made by both the staff and the administration that are of such a nature that most can be resolved within the organization of CVTI. Most of the recommendations that will be mentioned will not be new to the Board of Trustees and some have been brought to the attention of the Board either at their regular meetings or in a previous annual report. The President feels that he would be amiss if they were not mentioned again for further consideration.

1. Instructional Needs -

- A. There is a unanimous opinion of the various personnel at CVTI that a basic computer be rented on a yearly basis for the Data Processing and Business Administration programs.
- B. It is the considered opinion of the administration that CVTI take active steps to add the third level of education, meaning college parallel to the already existing programs.

2. Physical Plant -

The physical plant, at the present time, creates the biggest crisis for CVTI. We are in dire need of

additional space to contain our present programs and to improve our overall efficiency. It is suggested that some active measure be implemented to overcome this problem. Areas of dire need are:

- A. Library space
- B. Physics and Chemistry laboratory
- C. Classrooms
- D. Teaching auditorium
- E. Office, both for administrative and instructional personnel.
- F. Meeting rooms

3. Grounds -

- A. The President recommends that the Trustees actively pursue the possibilities of purchasing seven acres of land adjoining the institution on the west from Miss Marie Barger.
- B. Completion of peripheral road system around the campus.
- C. Additional parking to alleviate the already taxed parking problem.

4. Financial -

- A. The President recommends that steps be taken to insure a stable source of income. Under the present procedure, it is extremely difficult to do any

concrete advance planning without knowing what your anticipated revenue will be.

- B. The President recommends that monies be initiated in the current expense budget for the recruitment of personnel.
- C. CVTI will begin the fall of 1970 on a decade of education. It would seem advisable to print a brochure covering the decade of education and bring to light the many accomplishments and the progress that has taken place over the past 10 years. At the present time there are no resources available to publish such a brochure and it is felt that such monies should be made available.

